

STATE OF HAWAII  
NOTICE OF AND REQUEST FOR EXEMPTION  
FROM CHAPTER 103F, HRS

'12 MAR -9 A9:55

To: Chief Procurement Officer

STATE PROCUREMENT OFFICE  
STATE OF HAWAII

From: Dept. of Health/Family Health Services Division/Maternal and Child Health  
Branch/Healthy Start Program  
*Department/Division/Branch or Office*

Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-141, HAR, the Department requests a procurement exemption to purchase the following:

1. Title and description of health and human service(s): Early Identification for Healthy Start Home Visitation Program: Early identification in civilian birthing hospitals for the Healthy Start Home Visiting program. Systematically identify and intervene early with prenatal women and families with newborns, and/or children under three (3) years of age who are at-risk for child maltreatment, with the intent of reducing the occurrence or reoccurrence of maltreatment among the families receiving services. Contacting and offering free home visiting services to all mothers/families within home visiting program's geographic service area. Of those who express an interest in the home visiting service, screen and assess families utilizing an MCHB approved tool for eligibility for program services. Refer these eligible families to community services as appropriate.	
2. Provider Name and Address:	YWCA of Hawaii Island 145 Ululani Street Hilo, Hawaii 96720-2947  Catholic Charities Hawaii Clarence T.C. Ching Campus 1822 Keeaumoku Street Honolulu, Hawaii 96822
3. Total Contract Funds:	\$4,000,000
Contract Funds per Year (if applicable):	\$2,000,000
4. Reference number of Previous Request for this Service (if applicable):	PEH No. 11-15, PEH No. 11-37 PEH No. 12-07
5. Term of Contract:	Start: <del>3/1/12</del> 3/9/12 <i>cfu 4/2/12</i> End: <del>6/30/14</del> 6/30/13 <i>cfu 4/2/12</i>

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6. Describe how procurement by competitive means is either not practicable or not advantageous to the State:  
Prior approval for exempt procurement for Rainy Day funds was granted on 2/2/11. (PEH No. 11-15). PEH 11-37 approved request to increase the contract amount by an additional \$200,000 and to extend the term of the contract per Act 25/SLH 2011 which allows an extension to 6/30/2012. This additional funding was within the funding ceiling indicated in the original RFP. PEH 12-07 approved a request to extend the contract when the Governor approved the release of Tobacco Settlement Special funds. However, the contract could not be extended because the contract was not signed until after the start of the 2012 fiscal year. New contracts were developed for the Tobacco funds and these contracts were not executed until 12/15/2011. Contract period is for Oct. 1, 2011 to June 30, 2012.

This request for exemption is to continue the contract with YWCA and Catholic Charities of Hawaii until June 30, 2014 to ensure that there is no break in services while a new RFP and contract is developed in FY 2013. This also requests the flexibility to use either Tobacco Funds or Maternal Infant Early Childhood Home Visiting grant funds (MIECHV) to continue the contracts. The length of time should cover the anticipated delays within the Department for internal RFP review before the RFP process can occur; the internal Scope of Service review, and eventual development of new contracts. Funding may be unstable as Tobacco funds are contingent on departmental budget decisions as well as the ceiling limit for the fund which could further delay the process. Tobacco funding is projected for next fiscal year, however if necessary, MIECHV funds are also available for these contracted services. Therefore, the extension is requested to cover the anticipated activities for an RFP process that should occur from July 2012 to December 2012 and expected contract development and execution during 2013 for final execution anticipated by July 2014.

7. Describe the reason for the selection of the provider including a description of how the procedure ensured the maximum fair and open competition practicable:  
MCHB issued an RFP (HTH-560-CT-002) for EID services in September, 2008. YWCA and Catholic Charities submitted proposals and were selected and notified on January 6, 2009. During the contract negotiation period, the program experienced incremental budget restrictions. The RFP was eventually cancelled following the budget restriction (6/26/09) which closed the program except for 2 sites. Both YWCA and Catholic Charities now operate EID programs through current contracts issued through PEH 12-07.

Due to time constraints anticipated with issuing an RFP to competitively procure these services, MCHB is requesting an exemption until 6/30/2014. The term of the original RFP would have been to 6/30/2014 with the possibility to extend for an additional 2 years.


8. Describe the state agency's internal controls and approval requirements for the exempted procurement:  
Both contracts fall within the Maternal Infant Early Childhood Home Visiting federal grant project. Although funding is currently through Tobacco Settlement Special funds, the contracts will feed into the system developed through the MIECHV grant project which supports a network of home visiting programs. The MIECHV project provides technical assistance, consultation and support to ensure quality home visiting services. Network providers must adhere to specific outcome reporting requirements and MCHB monitors for this requirement. Internal controls will occur in accordance with the RFP, federal guidelines, and regular DOH monitoring.

9. List the state agency personnel, by position title, who will be involved in the approval process and administration of the contract:  
Gordon Takaki, PHAO V

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|--|----------------------------|
| 10. Direct questions to (name & position): | Cindy Hirai, Program Head  |
| Phone number:                              | 808-733-9042               |
| e-mail address:                            | cindy.hirai@doh.hawaii.gov |

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I certify that the information provided above is to the best of my knowledge true and correct.

  
Department Head Signature

  
Date

Loretta J. Fuddy, A.C.S.W., M.P.H.  
Typed Name

**NOTICE**

The chief procurement officer is considering this request for exemption and, if there is good cause, the state intends to exempt the purchase as described in the request. Any inquiries regarding the purchase shall be directed to the contact person noted in item 10 of the request. Any concerns regarding the exemption shall be in writing and received by the chief procurement officer within seven days of the date the notice was first posted. Concerns shall be mailed to: Aaron Fujioka, Chief Procurement Officer, State Procurement Office, 1151 Punchbowl St., #230A, Honolulu, HI 96813.

**FOR CHIEF PROCUREMENT OFFICER USE ONLY**

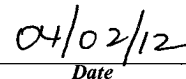
Chief Procurement Officer's Comments:

Approval is for the period 03/09/12 to 06/30/13.

This award is required to be posted on the Awards Reporting System.

☒ **APPROVED**    ☐ **DISAPPROVED**    ☐ **NO ACTION**

  
Chief Procurement Officer Signature

  
Date

Please ensure adherence to applicable administrative requirements.